

CH2M HILL Hanford Group, Inc.	Manual	ESHQ
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## Ownership matrix

### 1.0 PURPOSE AND SCOPE

This standard establishes requirements to ensure that personnel working for CH2M HILL Hanford Group, Inc. (CH2M HILL) or its subcontractors perform work safely in office environments.

### 2.0 IMPLEMENTATION

This standard is effective on the date shown in the header.

### 3.0 STANDARDS

#### 3.1 Managers/Supervisors

As a minimum standard, managers and supervisors responsible for an office environment shall ensure that unsafe conditions are not present in the office areas for which they are responsible and that, as a minimum, workers in those office areas comply with the safety standards and practices listed below.

#### 3.2 Employees

Employees are responsible, as a minimum standard, for maintaining their work areas free of unsafe conditions and for complying with the safety standards and practices listed below.

#### 3.3 Specific Office Safety Standards and Practices

1. Know how to respond to emergencies according to your building/office emergency plan:

Become familiar with the building egress routes, emergency phone numbers, location of alarms and fire extinguishers in accordance with 29 CFR 1910, Subpart E, "Means of Egress." (5.1.3)

NOTE: Employees are not required to use a portable fire extinguisher but are required to immediately notify the Hanford Fire Department (HFD) if there is an indication of a fire. If an employee chooses to use a portable fire extinguisher after notifying the Hanford Fire Department and building occupants, then the extinguisher should be used only for very small fires and only if the employee feels safe in using the extinguisher. Employees shall receive general fire extinguisher training (HGET).

2. Incorporate the following safety considerations into your office arrangement. (5.1.1)

- a. Keep the floor surface free of slipping or tripping hazards.  
See [TFC-ESHQ-S-STD-05](#).

- Keep rugs or other coverings in good condition (no holes)
- Use rugs to limit the amount of water tracked into an area
- Use slip-resistant preparations on polished floor surfaces

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- Mop up spills or standing water or post a warning sign or barricade
- Do not allow door props to become a tripping hazard
- Control ice on walkways, entrances, and stairs.

b. Ensure that aisles and passageways provide safe access for normal and emergency use.

- Maintain minimum clear exit pathway aisle widths of 44 inches adequate for 2-way traffic and unobstructed access to all parts of the office. Cross aisles are at least 36 inches clear width, free of obstruction. Exit pathway out of each office is 22 inches.
- Do not allow furniture or equipment to block emergency exits, emergency equipment, or electrical panels.
- Do not let drawers and cabinet doors open into walkways.
- Avoid having doors open into high use passageways. Consider installing a window where such condition is unavoidable.
- Maintain adequate illumination on stairs and ramps to prevent slips, trips, and falls.
- Prohibit storage of any kind in stairwells and emergency exit areas.
- Contact fire protection or industrial safety representative with any questions about emergency egress.

c. Avoid overloading of electrical circuits. Any circuit breaker that trips indicates an electrical problem and must be referred to a qualified electrician. Use electrical equipment and power compatible with the existing facility conditions. Circuits that routinely trip indicate a problem. Relocate equipment on circuit or have the electrical system upgraded to meet the needs.

NOTE: Circuit breakers shall may not be manually re-energized if they trip. Contact your manager or building administrator to notify a qualified electrician that can determine if the equipment and circuit can be safely restored. ~~until it has been determined that the equipment and circuit can be safely energized.~~ Frequently, this determination will require an electrician. Before reclosing circuits after protective device operation, see 29 CFR 1910.334(b)(2). (5.1.2)

- Equipment should be located to allow use of permanently installed wiring and branch circuit receptacles. Extension cords may be used as a short-term temporary means of extending power provided they are inspected prior to each use, do not contribute to overload, are of suitable length and capacity, are protected from damage, and are removed when not in use.

NOTE: Extension cords shall not be plugged into (daisy chained with) other extension cords.

- Multiple plug and surge suppressors shall be rated sufficiently with should have a built-in circuit interrupter to accommodate and have cord size equal to or greater than the cords on the equipment being served. These devices may only be connected to permanently installed branch circuit receptacles.

- All electrical equipment, accessories and extension cords used in the office areas must be Nationally Recognized Testing Laboratory (NRTL) listed and labeled (e.g., UL Listed).

- ~~Do not allow extension cords to be used instead of permanent wiring.~~

~~NOTE: Extension cords are an acceptable means of extending power provided they do not contribute to overload, are protected from damage, and are removed when not in use.~~

- ~~Avoid the practice of plugging an extension cord into another extension cord (daisy chaining).~~

~~NOTE: Extension cords shall not be plugged into other extension cords, except when allowed by the extension cord's manufacturer. Such allowance may be found on the label.~~

- Push the test button of ground fault circuit interrupters (GFCI) prior to use to ensure the GFCI is ~~still~~ working properly. If a GFCI automatically trips while in service it may be reset one time only. If a GFCI subsequently trips again, it shall be referred to a qualified electrician.
- Do not block or obstruct access to electrical panels; maintain a clearance of 1 meter (3 feet).
- Refer to TFC-ESHQ-S-STD-03 for more specific information.

d. Arrange and use office equipment and furniture safely.

- Fill bookshelves and file cabinets from the bottom up.
- Bookshelves, file cabinets, and lockers must be stable. If necessary to keep them from tipping over, stabilize by bolting together or to a wall, or otherwise stabilize.
- Inspect furniture welds, bolts, etc., on a regular basis, as part of a periodic safety walkdown.
- Report damaged equipment and furniture and remove from service.
- Use office equipment and furniture in accordance with the manufacturer's instructions.

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- Use caution while operating paper shredders. Keep long hair, ties, and security badges out of the way.
  - Ensure paper cutters have adequate guards. Do not operate a paper cutter if the guard is not in place. Secure cutter bar in the closed position when not in use.
- e. Minimize materials stored in offices.
- Keep combustible materials (paper) in your office to a minimum.
  - Do not store items on top of bookshelves or on file cabinets unless secured or lightweight.
  - Do not allow areas under tables or desks to become permanent storage areas.
- f. Prevent cuts.
- Do not place broken glass or other sharp objects (coffee can lids) in a waste container unless wrapped or in another container. If possible, deposit directly into dumpster.
  - Store sharp or pointed objects in a manner which reduces the chance of accidental contact.
3. Make sure fire protection systems are not compromised.
- Provide clear space between equipment or combustibles and any heat sources.
  - Do not block exits, exit paths, or sprinklers, or accumulate excess combustibles. An 18 inch clearance must be maintained around sprinklers.
  - Contact your fire protection group or industrial safety representative for additional information on the safety of seasonal decorations or the use of portable electric space heaters.
  - See the fire protection procedures for detailed fire protection requirements.
4. Store and use chemicals in an appropriate manner. See the industrial hygiene procedures for requirements.
5. Keep kitchen or eating areas in a safe and sanitary condition.
- Use GFCI receptacles to minimize the potential for shock or electrocution.
  - Use caution to avoid burns from food heated in ovens or microwave.
  - Place knives in a separate drawer or use a divider in a drawer.

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- Clean up all spills quickly or barricade off the area so others will not slip and fall.
  - Provide covered waste receptacles for all food waste or make sure they are taken out of the facility on a daily basis.
  - Routinely clean microwaves and refrigerators.
6. Minimize lifting, pulling, and pushing.
- Provide ladders or step stools for reaching materials on high shelves. Keep ladders and step stools in safe, serviceable condition. Inspect and use ladders in accordance with [TFC-ESHQ-S-STD-01](#).
  - If lifting, pulling, and pushing activities are required, make sure they are within the physical capability of the worker.
  - Lift properly by keeping loads close to the body, lifting with your legs, maintaining the natural curve of your back, and not twisting.
  - Have copy paper supplies delivered to the copier station, if possible. Get help or use a dolly or furniture cart to move the boxes of paper.
7. Use ergonomics and other human engineering principles to allow people to work within their individual strength and movement limitations.
- Select computer workstations to fit the individual using it.
  - Select correct equipment and safe work practices to minimize the risk of repetitive motion trauma or other strains and sprains.
  - Match brightness and glare control to the needs at the workstation.
  - Control ventilation and temperatures to within an acceptable comfort range.
  - For assistance with ergonomic issues, contact an industrial hygiene representative or refer to appropriate procedures in the industrial hygiene topical area.
8. Do not sit in chairs to travel across the floor. Hold the chair in place with your hands before sitting down.

#### **4.0 DEFINITIONS**

No terms or phrases unique to this standard are used.

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## 5.0 SOURCES

### 5.1 Requirements

1. 10 CFR 851, "Worker Safety and Health Program."
2. 29 CFR 1910.334(b)(2), "Use of Equipment." (S/RID)
3. 29 CFR 1910, Subpart E, "Means of Egress." (S/RID)

### 5.2 References

1. [TFC-ESHQ-FP-STD-01](#), "Combustible Materials Standard."
2. [TFC-ESHQ-S-STD-01](#), "~~Portable~~ Ladders."
3. [TFC-ESHQ-S-STD-03](#), "Electrical Safety."
4. [TFC-ESHQ-S-STD-05](#), "Walking~~/~~ [and](#) Working Surfaces."